

KATHLEEN MAE A. TEQUILLO

South Poblacion, La Libertad, Negros Oriental

E-mail: kathleenmae.tequillo@gmail.com

0956-8351142

Organized and dedicated with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

Skills

Instilled the idea of cooperation and small-group learning



Excellent

Administrative coordination



Excellent

Administrative task



Excellent

Administrative abilities



Very Good

Administrative duties



Very Good

Quick response to directions



Excellent

Work Experience

02/13/2023

To Present

Administrative Officer II

Department of Education-Negros Oriental Division
La Libertad Central Elementary School

- Personnel Administration
- Property Custodianship
- General Administrative Support

02/2018

to 02/12/2023

Administrative Assistant II

Department of Education-Negros Oriental Division
La Libertad Central Elementary School

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Performed routine clerical tasks by scanning, filling and copying documents.
- Handled incoming and outgoing mail.
- Resolved customer concerns efficiently to promote satisfaction and loyalty.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

04/2014

to 01/2018

In-House Teller

DCCCO Multipurpose Cooperative –Guihulngan Branch
Guihulngan City, Negros Oriental Philippines

- Prepares daily bank deposits from yesterday's transactions
- Issued Official Receipts from loan payments, savings and time deposit transactions.
- Managed branch vault by verifying all cash transactions for accuracy.
- Compare signatures, photos and IDs for verification.
- Answered telephone queries on banking products including savings, loans and line of credits.
- Provided customer records on demand including statements of account.
- Removed mutilated currency from circulation.

04/2013

to 12/2013

Loans Processing Assitant

DCCCO Multipurpose Cooperative –Guihulngan Branch
Guihulngan City, Negros Oriental Philippines

- Attends to and entertains loan applicants queries.
- Assists loan applicants in accomplishing loan applications and related documents and checks the completeness of information, signatures and supporting documents in accordance with loan policies and procedures.
- Sets up loan account and encodes data.
- Prepare summary of loan deductions and amortization schedules.
- Participated in continuous improvement by generating suggestions, engaging in problem solving activities to support teamwork.
- Carried out day to day duties accurately and efficiently.

09/2011

to 02/2013

Casual Employee

DCCCO Multipurpose Cooperative –Guihulngan Branch
Guihulngan City, Negros Oriental Philippines

- Type, sort and arrange information cards of members according to ID numbers.
- File loan forms according to their corresponding loan folders.
- Answer telephone queries.
- Provide clerical support to my colleagues.
- Perform other related tasks as assigned.

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02/2011
to 08/2011

Sales Information

Southern Mindanao Enterprises
Dumaguete City, Negros Oriental, Philippines

- Generate reports (daily, weekly, monthly basis) sales of different salesmen with corresponding targets
- Generates data needed for sales analysis.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Exceeded goals through effective task prioritization and great work ethic.

09/2008
to 12/2010

Cashier

Lyca Printers
Basak Mandaue City, Cebu Philippines

- Prepares daily bank deposits from yesterday's transactions
- Issued Official Receipts from customers.
- Make monthly reports like Accounts Payable Reports, Accounts Receivable Reports, Aging of Receivables.
- Prepares Statement of Account
- Petty Cash Custodian
- Reconciled cash drawer at start and end of each shift.

Education

Elementary: La Libertad Central School (1995-2000)

Honors/Awards Received: With Honors
Band Awardee

Secondary: Infant King Academy (2000-2004)

Honors/Awards Received: With Honors

College: St. Paul University Dumaguete (2004-2008)

Degree: Bachelor of Business Administration
Major in Management Accounting

Honors/Awards Received: Band Awardee

Post Graduate: St. Paul University Dumaguete
(2022-Present)

Master in Business Administration

Eligibility

❖ Career Service Professional Eligibility

Date of Examination : April 14, 2013
Place of Examination: Dumaguete City
Rating : 80.25%

Seminars/Trainings Attended

❖ Customer Service Training

DCCCO Multipurpose Cooperative – Dumaguete City
September 1-2, 2012

❖ Responsible Lending Seminar Workshop

DCCCO Multipurpose Cooperative – Dumaguete City
July 6, 2013

❖ Aflatoun Orientation

DCCCO Main Office, Sta. Rosa St., Dumaguete City
April 13, 2013

❖ DCCCO Trainors Training

DCCCO Multipurpose Cooperative, Guihulngan Branch
Phase 1 : May 10-11, 2014
Phase 2: June 22, 2014

❖ Financial Literacy

DCCCO Multipurpose Cooperative – Main Office
DCCCO Bldg., Sta. Rosa St., Dumaguete City
November 16, 2014

❖ Counterfeit detection (BSP)

DCCCO Multipurpose Cooperative
DCCCO Bldg., Sta. Rosa St., Dumaguete City

❖ Symposium on Magna Carta of Women

DCCCO Multipurpose Cooperative – Guihulngan Branch
Mabini St., Poblacion, Guihulngan City
June 25, 2016 (2:00 p.m. to 5:00 p.m.)

❖ Training Workshop on Gender and Development Concepts, Administrative Concerns and Employee Benefits

Plaza Maria Luisa Suites Inn, Dumaguete City
Negros Oriental
May 23-25, 2022 (24 hours)